

FINAL INSTRUCTIONS TO BIDDERS (INCLUDED WITH ADDENDUM 1)

1.01 GENERAL

- A. Bids must be prepared in accordance with these instructions and the contract documents in order to be considered.
- B. The contact person at Mid-Missouri Legal Services (Owner) for questions regarding this bid shall be directed to:

Susan Lutton, Executive Director
1201 West Broadway, Columbia MO 65203
(573) 442-0116 X210
lutton@mmls.org

1.02 PREPARATION

- A. Submit bids on the Proposal Form furnished.
- B. All blank spaces on the Proposal Form shall be filled in by computer, typewriter or ink by the Bidder. Where both written numbers (words) and numerical figures are given, the written numbers (words) will govern in the event of conflict. Any erasures or corrections in the Proposal Form must be initialed by the Bidder.
- C. Sign in longhand and type the name and position of the signer under each signature. If the bidder is a partnership or co-partnership, each partner must sign. If the bidder is a corporation, sign with the legal name of the corporation followed by the name of the state of incorporation, the corporation seal and the legal signature of an officer authorized to bind the corporation to a Contract.

1.03 EXAMINATION OF SITE AND DOCUMENTS

- A. Each Bidder by submitting his Bid represents that he has read and understands the proposed Contract Documents and reference materials and has compared them.
- B. Each Bidder, by submitting his Bid, represents that he has visited the site, familiarized himself with the local conditions, compared the Contract Documents

with any work in place, and informed himself of all conditions, difficulties and restrictions related to the execution of the work.

- C. The Owner will be available to open the 117 North Garth building to allow contractors an opportunity to view it, take additional measurements, etc. on three afternoons between 1:00 and 4:30, including: March 11, March 12 and March 17. Contractors who would like to meet the Owner at the building between 1:00 and 4:30 on those days should contact the Owner c/o Susan Lutton, by email, at lutton@mmls.org to schedule a day and time no later than 12:00 noon on the day preferred.
- D. If questions or requests for clarification arise, the Contractor must submit them to the Owner c/o Susan Lutton, by email, at lutton@mmls.org on or before March 19, 2020 at 5:00 p.m. The questions/requests, and the Architect's responses, will be posted at www.mmls.org/contractors/ on or before March 20, 2020.
- E. All dates in this Section 1.03 are subject to change at the discretion of Owner.

1.04 BID BOND

Bidders must provide a certified check or cashier's check payable to the Owner in an amount equal to five percent of the bid amount, or a 5% bid bond payable without condition to the Owner, which shall be retained as liquidated damages for the delay and extra expense caused to the Owner if the Bidder fails to execute the contract and furnish the Performance/Payment bond required by the Contract Documents.

1.05 SUBMISSION OF BIDS

- A. Original, fully completed Bids shall be submitted to Mid-Missouri Legal Services Corporation (Owner), currently located at 1201 West Broadway, Columbia MO 65203, to the attention of Susan Lutton, Executive Director. Bids must be submitted, in duplicate, to the Owner's office no later than 5:00 P.M. on March 24, 2020.
- B. Each contractor shall place his bid, in duplicate, in a sealed envelope addressed to Mid-Missouri Legal Services, to the attention of Susan Lutton, Executive Director. The Bidder's name and address must appear on the outside of the envelope. In the lower left-hand corner the following must appear: "Interior Modifications, 117 North Garth Avenue, Columbia, Missouri."

1.06 CONTRACT BOND

The successful Bidder, within ten (10) days of the notice of acceptance of his Bid by the Owner, shall provide the Owner a surety bond for 100% of the Contract amount. The form of bond shall be that furnished by the Owner and the surety shall be acceptable to the Owner.

1.07 RIGHTS RESERVED BY OWNER

- A. The Owner reserves the right to reject any or all Bids, to waive any and all technicalities or irregularities in a bid, and to accept a bid which, in the judgment of the Owner, is in the best interest of the Owner. The Owner may accept a bid which is not the lowest bid and will consider the bidders' prior experience on similar projects.
- B. Bidders shall include with their bids a list of similar projects completed by them to be considered by the Owner in selecting the successful Bidder.
- C. The successful bidder must have a business license with the City of Columbia.

1.08 WITHDRAWAL OF BIDS

Withdrawal Prior to Bid Opening: A bidder may withdraw a Bid after submitting the Bid to the Owner, prior to the bid deadline.

Withdrawal After Bid Opening: The Bid shall remain valid and open for acceptance for a period of forty-five (45) days after the bid opening; provided, however, a Bidder may withdraw a Bid from consideration after the bid opening if the bid amount was substantially lower than the amounts of other Bids, providing the Bid was submitted in good faith and the reason for the Bid amount being substantially lower was a clerical mistake, as opposed to a judgment mistake, and was actually due to an unintentional and substantial arithmetic error or an unintentional omission of a substantial quantity of work, labor or material made directly in the compilation of the bid amount. Notice of a request to withdraw a Bid shall be made in writing to the Owner within two (2) business days after the Bid opening. The Owner reserves the right to request the Bidder to submit evidence substantiating the Bidder's request to withdraw the Bid. Any Bidder may withdraw its Bid any time after the 45-day period by giving written notice to the Owner.

Rights of Owner After Bid Withdrawal: If a Bidder withdraws his bid, the Owner may review the remaining bids and award the Contract to another Bidder or reject all Bids and advertise for other Bids.

1.09 RETAIL SALES TAX EXEMPTION

- A. Retail sales taxes shall not be included in the bid amount. Purchases of building materials for use on this project are exempt from certain State sales taxes, and such taxes shall be omitted from the bids, unless otherwise directed by the Owner.
- B. The Contractor and Subcontractors shall be responsible for and pay any and all applicable taxes including sales and use taxes, on such leased tools, machinery, equipment, or other property.

1.10 WORK HOURS

The City of Columbia restricts demolition, construction, altering or repairing of buildings and structures to the hours of 7:00 A.M. to 7:00 P.M. weekdays, 9:00 A.M. to 5:00 P.M. Saturdays, and no work allowed on Sundays, unless a written waiver is obtained from the City.

1.11 NON-DISCRIMINATION

The Contractor and Subcontractors shall not discriminate, because of race, creed, color, sex, or national origin, against any employees or applicants for employment in connection with the performance of the work, nor shall they discriminate against suppliers or vendors who provide materials for the Project.

1.12 AGREEMENT

A. The Contractor shall provide Certificates of Insurance evidencing coverage as stated below within twenty (20) days of the Owner's acceptance of the successful bid. The Owner and Contractor will enter into an Owner Contract Agreement using AIA Doc. A101 – Standard Form of Agreement, or a form that is agreeable to both parties, within twenty (20) days of Owner's acceptance of the successful bid. This Agreement will incorporate such modifications to which both parties shall reasonably agree.

1.13 COMPLETION DATE:

The Contractor shall complete the work prior to September 1, 2020. The contractor shall pay, or allow the Owner as liquidated damages, the sum of One Hundred Dollars (\$100.00) for each day thereafter, Sundays and holidays excepted, that the work remains incomplete.

1.14 INSURANCE REQUIREMENTS

A. During the course of performance of services under this Agreement and until Owner's final acceptance of the work, the Contractor shall maintain standard policies of liability insurance coverage and minimum limits of liability as indicated below and in the bid proposal, for any and all persons present and/or working on the project.

Coverage	Minimum Limits of Liability
Workers' Compensation	Per Missouri Statute
Contractor's Comprehensive	1,000,000 each occurrence
Commercial General Liability (incl. Contractual Liability, Owner's & Contractor's Protective Liability & Broad Form Property Damage endorsement)	2,000,000 each aggregate
Completed Operations	2,000,000 aggregate
Automotive Comprehensive Liability (incl. hired automobiles and Non-Ownership Liability)	1,000,000 each occurrence
Umbrella	5,000,000

Miscellaneous Interior Modifications
Existing Office Building
Mid-Missouri Legal Services
117 North Garth Avenue
Columbia MO 65203

PROPOSAL FORM

Bid Time: _____

Bid Date: _____

FROM: _____

Hereinafter called the Bidder.

TO: MID-MISSOURI LEGAL SERVICES
1201 WEST BROADWAY
COLUMBIA MO 65203

hereinafter called the Owner.

FOR: MISCELLANEOUS INTERIOR MODIFICATIONS
EXISTING OFFICE BUILDING
MID-MISSOURI LEGAL SERVICES
117 NORTH GARTH AVENUE
COLUMBIA MO 65203

Hereinafter called "the work".

- 1.01 The undersigned, having examined and being familiar with the local conditions affecting the work and with the contract documents including the Instructions to Bidders (original and addendum) the Drawings, the Specifications, including addendum number 1, prepared by Renner Howell Architects, hereby propose to furnish all labor, materials, equipment, services, etc. required for the performance and completion of the aforementioned work, as follows:

BID PRICING

Base Bid

The Bidder agrees to furnish all labor, materials, tools, equipment, and permits or licenses required to renovate the existing office building located at 117 North Garth Avenue, Columbia, Missouri 65203. Without limiting the scope of work, it shall include all work required to

complete the designated renovations on the two-story building. The Work generally includes selective demolition, changes to several offices, conference rooms, the lobby/entry, reception, toilet rooms, break rooms, corridors, the installation of a new 2100-pound capacity ADA hydraulic elevator in an existing roughed-in pit/shaft area, new casework, ceiling/soffit modifications, new stud walls, door, frame and hardware modifications, including interior painting, plumbing modifications, electrical modifications, new lighting and H.V.A.C. modifications, all as detailed on the Drawings and described in the Specifications for the sum of:

Dollars (\$_____).

- 1.02 In submitting this bid, it is understood that the right is reserved by Mid-Missouri Legal Services to reject any and all bids, and it is agreed that the bids may not be withdrawn for a period of forty-five (45) days from the specified time for receiving bids.
- 1.03 Accompanying this bid is a certified check or cashier's check in the amount of _____ Dollars (\$_____) or a 5% bid bond payable without condition to Mid-Missouri Legal Services, which it is agreed shall be retained as liquidated damages for the delay and extra expense caused the Owner if the undersigned fails to execute the contract and furnish the Performance/Payment bond required by the Contract Documents.
- 1.04 The Contractor agrees to complete the work **prior to September 1, 2020**. The contractor further agrees to pay to or allow the Owner, as liquidated damages, the sum of **One Hundred Dollars (\$100.00)** for each day thereafter, Sundays and holidays excepted, that the work remains incomplete.
- 1.05 The Bidder hereby certifies that the following subcontractors will be used in the performance of the work:

Note: Failure to list either the bidder's firm or subcontractors for each category of work identified on the Proposal Form, or the listing of more than one firm for any category without designating the portion of work to be performed by each, shall result in rejection of the bid proposal. After bid opening, substitutes of listed firms will not be permitted except as indicated in the General Conditions.

Name and Address of Firm

Work to be Performed

Carpentry

Drywall

(continued)

Name and Address of Firm	Work to be Performed
	Casework
	Painting
	Elevator Manufacturer
	Elevator Installation
	Plumbing
	H.V.A.C.
	Electrical

(Please attached additional sheets if necessary to extend subcontractor list).

1.06 The Bidder agrees to pay not less than the current hourly rate of wages as determined by the Department of Labor and Industrial Relations, State of Missouri.

1.07 The Bidder hereby certifies:

That this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association or corporation.

That he has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal;

That he has not solicited or induced any person, firm or corporation to refrain from bidding;

That he has not sought, by collusion or otherwise, to obtain for himself any advantage over any other bidder or over the Owner; and

That he will not discriminate against any employees or applicants for employment because of race, creed, color or national origin in connection with the performance of the work.

Dated this _____ day of _____, 2020.

IF AN INDIVIDUAL:

Name of Individual

Residence Address

Signature of Individual

Social Security Number

Address for Communications

Telephone Number

Firm Name, If Any

Primary Email Address for Communications

IF A PARTNERSHIP: (State Names and Residence Addresses of All Partners.)

Name of Partnership

Partner

Federal Tax I.D. Number

Residence Address

Address for Communications

Partner

Signature of Either Partner

Residence Address

Telephone Number

Primary Email Address for Communications:

IF A CORPORATION:

Corporation

Name and Title of Officer

Incorporated under the laws of the State of

Signature of Officer

Corporate License No. (If a corporation
organized in a state other than Missouri,
Attach Certificate of Authority in the State
of Missouri

Federal Tax I.D. Number

(ATTEST)

Address for Communications

Primary Email Address for Communications

(Seal)

Secretary

Telephone Number

(Each Bidder must complete the Proposal Form by signing in the proper signature line above and by supplying the required information called for in connection with the signature. The information called for is necessary in the proper preparation of the contract and performance bond.

END OF SECTION 00200

ADDENDUM NO. 1

March 4, 2020

TO CONTRACT DOCUMENTS ENTITLED:

MISCELLANEOUS INTERIOR RENOVATIONS
EXISTING OFFICE BUILDING
MID-MISSOURI LEGAL SERVICES
117 NORTH GARTH AVENUE
COLUMBIA, MISSOURI 65203

ORIGINAL DATE: January 24, 2020
PREPARED FOR: Mid-Missouri Legal Services

CONSULTANT: Renner Howell Architects
4603 John Garry Drive
Columbia, Missouri 65203

The Drawings and Specifications for the above noted project and the work covered thereby are herein modified.

CLARIFICATIONS AND CHANGES

1. CHANGE: The Bid Date is hereby changed / extended to March 24, 2020, same time of day. The PROPOSAL FORM is being issued as part of this Addendum.
2. CLARIFICATION: Contractor shall assume that **Notice to Proceed** will be issued on or before March 30, 2020, for purposes of calculating the completion date which is on or before September 1, 2020.
3. CORRECTION: Delete Specification Section 9B: ACOUSTICAL CEILING TILE SYSTEM.
4. CHANGE: The furnishing and installation of Finish Flooring Systems is now included as part of the Scope-of-Work of this Project. Luxury Vinyl Tile (LVT) is specified to be Playbook EFCPB003 Sunglow LVT by EF Contract, 5MM thick, 7" x 48". Carpet and carpet tile is specified to be Liaison LSN11 Hourglass by EF Contract, textured loop pattern, solution dyed nylon, 22 ounce, 1/10 inch gauge, 12" x 48", "ashlar" installation pattern. Replacement carpet for stair risers and treads shall be broadloom similar to the specified carpet tile. Refer to Revised Addendum No. 1 Architectural Drawings, A-1 and A-2, issued with this Addendum, showing Room Numbers. LVT shall be installed in Lobby, Toilets, Break Rooms, grade level floors in Stairwells, and in portion of Mail Level hallway from Lobby to the new Elevator as indicated on the Floor Plan. Carpet tile shall be installed all other rooms, areas, closets, and hallways, except as noted herein. In utility type rooms / closets Rooms 123, 125, and 216, no flooring work required. Install LVT or approved standard 12" x 12" x 1/8" thick vinyl composition tile in the Elevator Equipment Room 120. All new flooring material shall be installed according to manufacturer's written recommendations, especially regarding to floor cleaning and preparation, adhesives and sealants. Provide and install rubber transition pieces. At end of project, furnish the Owner with minimum 5% replacement stock of carpet and tile.
5. CLARIFICATION: Contractor shall carefully review the condition of the existing oak wood wall base. In general, the Contractor may clean leave in place the existing wood base where existing walls are to remain. Contractor shall salvage existing wall base where walls are removed, or may provide new

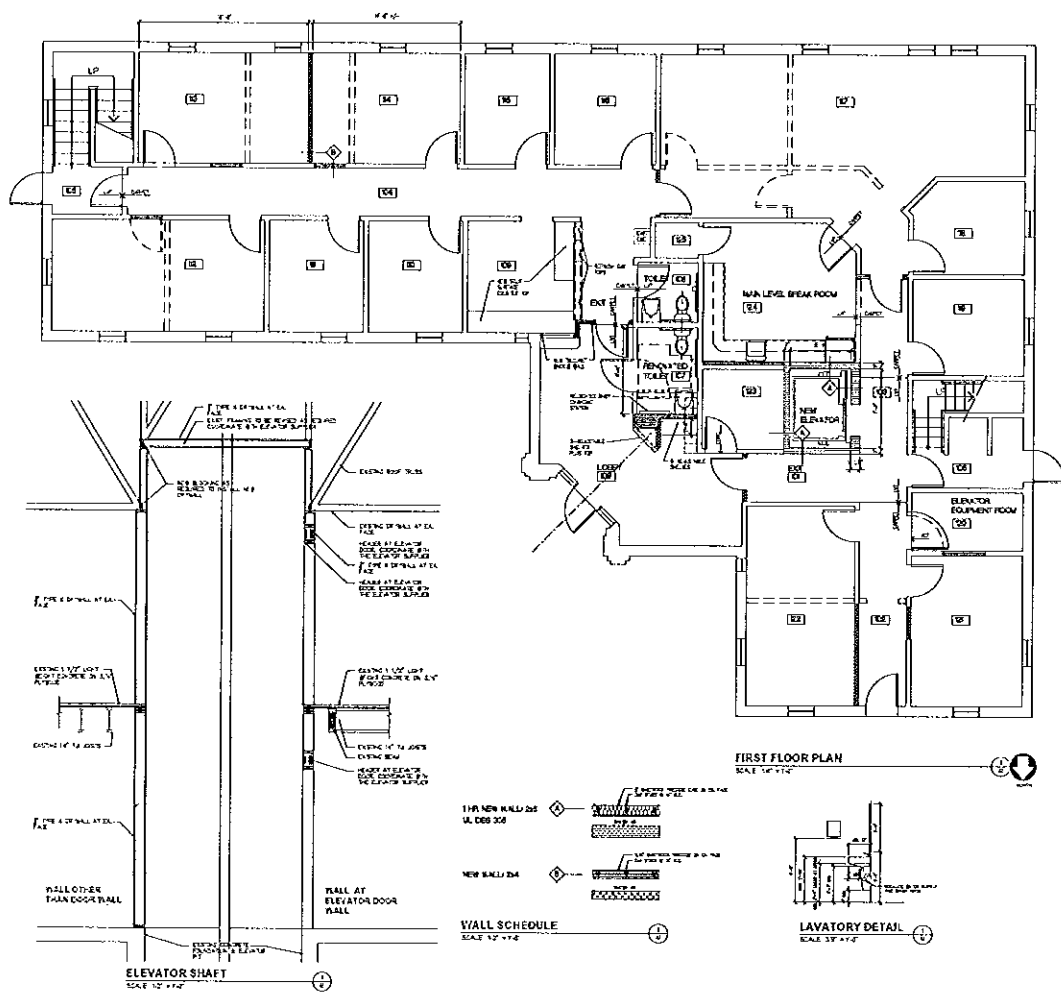
in Lobby, Toilets, Break Rooms, grade level floors in Stairwells, and in portion of Mail Level hallway from Lobby to the new Elevator as indicated on the Floor Plan. Carpet tile shall be installed all other rooms, areas, closets, and hallways, except as noted herein. In utility type rooms / closets Rooms 123, 125, and 216, no flooring work required. Install LVT or approved standard 12" x 12" x 1/8" thick vinyl composition tile in the Elevator Equipment Room 120. All new flooring material shall be installed according to manufacturer's written recommendations, especially regarding to floor cleaning and preparation, adhesives and sealants. Provide and install rubber transition pieces. At end of project, furnish the Owner with minimum 5% replacement stock of carpet and tile.

5. CLARIFICATION: Contractor shall carefully review the condition of the existing oak wood wall base. In general, the Contractor may clean leave in place the existing wood base where existing walls are to remain. Contractor shall salvage existing wall base where walls are removed, or may provide new matching (or approved) oak wall base on new walls and patched / fill-in areas. In Lobby, Room 100, remove, clean, sand and refinish the oak base. Remove the two (2) oak chair rails on the Lobby walls and patch the drywall before painting. Install color matched sealant between wall base and new floor tile if necessary to fill any gaps / voids.
6. CLARIFICATION: Removal of all existing floor covering, including carpet on stairs, and floor preparation for the installation of new flooring under this Contract is part of the Work. Coordinate preparation work including wall base, leveling, etc. with new flooring.
7. CLARIFICATION / CHANGE: Approximately 9'-0" long area of existing upper oak counter top and on the west side of the Reception, Room 109, shall be modified and refinished as necessary for a complete installation.
8. CHANGE: Reception, Room 109, replace existing plastic laminate lower countertop on the west side, approximately 5'-6" long by 25" wide, with new solid surface top with half round radius front edge, 1.5" deep. Refer to Section 6C for solid surface. Top shall be supported by existing wall brackets or similar new, designed to support the load. Install new matching self supported 10'-0" +/- long x 25" wide similar solid surface countertop along the north side; coordinate height of the counter with the existing window on the north wall. Provide solid surface self-supporting 34" high, 12" deep by 3'-8" +/- wide solid surface top next to the new security window specified in Section 8B; coordinate the installation of the top with the security window.
9. CLARIFICATION / CHANGE: Add a space for a typical 30" wide Owner furnished free standing electric range on the north wall in Break Room 124 between the sink and refrigerator. Provide cabinet space for typical 30" wide Owner furnished wall mounted microwave over the range. In Break Room 220, provide a similar wall space for typical 30" wide Owner furnished wall mounted microwave on the north wall between the sink and refrigerator. Coordinate and provide required electrical plug-in outlets for the range, microwaves and refrigerators. Contractor shall install the wall / cabinet mounted Owner furnished microwaves. Base cabinets for Break Rooms shall have a mix of approximately 30% drawers and 70% doors. Counter tops shall have typical 4" high solid surface back splashes.
10. CLARIFICATION: Remove items such as exposed wiring, exposed unused wire molding, and patch walls, ceilings and floors as necessary.
11. CLARIFICATION: Standard new doors shall have ADA level handle locks, not knobs.
12. CLARIFICATION: Contractor shall salvage and reinstall the existing baby changing station in Renovated Toilet, Room 107.
13. CLARIFICATION / CHANGE: Lobby, Room 100, refer to revised Drawing No. A1: In the new alcove on the north side of the renovated toilet room, in lieu of clothes rod and overhead shelf, furnish and install four (4) adjustable shelves, approximately 3'-6" wide by 18" deep. Shelves shall be solid

surface, total nominal 1.5" thickness, with half round radius front edge. In the adjacent angled recess, install a solid surface top at the existing height, plus three (3) similar solid surface adjustable shelves.

14. CHANGED DRAWINGS: Addendum No. 1 Architectural Drawings A1 and A2 are hereby issued.
15. CHANGED / ADDITIONAL MEP DRAWINGS: All mechanical / electrical / plumbing Drawings are issued as Addendum No. 1 Drawings. Note that all Drawings were not revised. These Drawings generally address the fire alarm and security systems discussed at the Pre-Bid Conference.

END OF ADDENDUM NO. 1

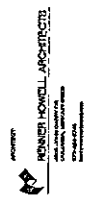
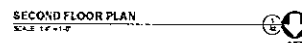


MAINTENANCE ENGINEER, P.E.
NATIONAL BOARD OF PROFESSIONAL ENGINEERS
STATE OF MARYLAND

ARCHITECT
ROBIN KOWELL ARCHITECTS
1000 EAST LAMAR AVENUE
COLUMBIA, MISSOURI 65201

INTERIOR ARCHITECT
Miscellaneous Interior Modifications
Existing Office Building
1000 East Lamar Avenue
COLUMBIA, MISSOURI 65201
REPLACES 28, 2006

JANUARY 24, 2020
REvised
ADDENDUM NO. 1
MARCH 4, 2020



INTERIOR ALTERATIONS
Miscellaneous Interior Modifications
Existing Office Building
Mid-Missouri Legal Services
127 NORTH QUINCY AVENUE
COLUMBIA, MISSOURI 65203

FEBRUARY 22, 2020

JANUARY 24, 2020
REVISED
ADDENDUM NO. 1
MARCH 4, 2020



**MALCOOT - WINSLOW
ENGINEERS, P.C.**
1117 N. GARTH
COLUMBIA, MISSOURI 65203
PHONE: 646-0000
FAX: 646-0005

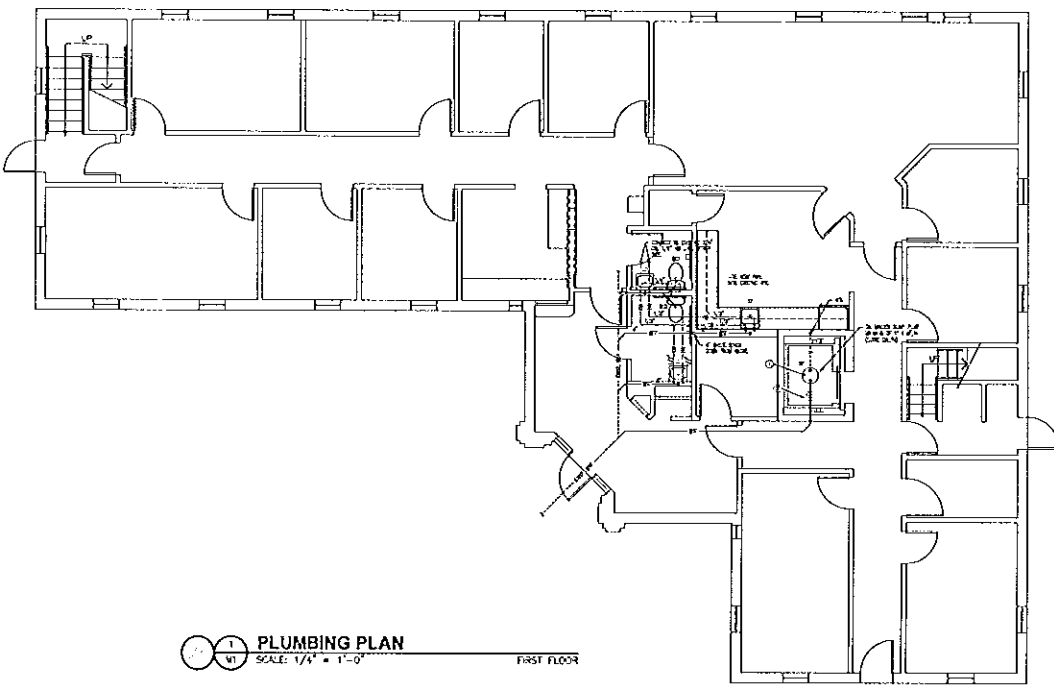
MID-MO LEGAL SERVICES
117 N. GARTH
COLUMBIA, MO 65203

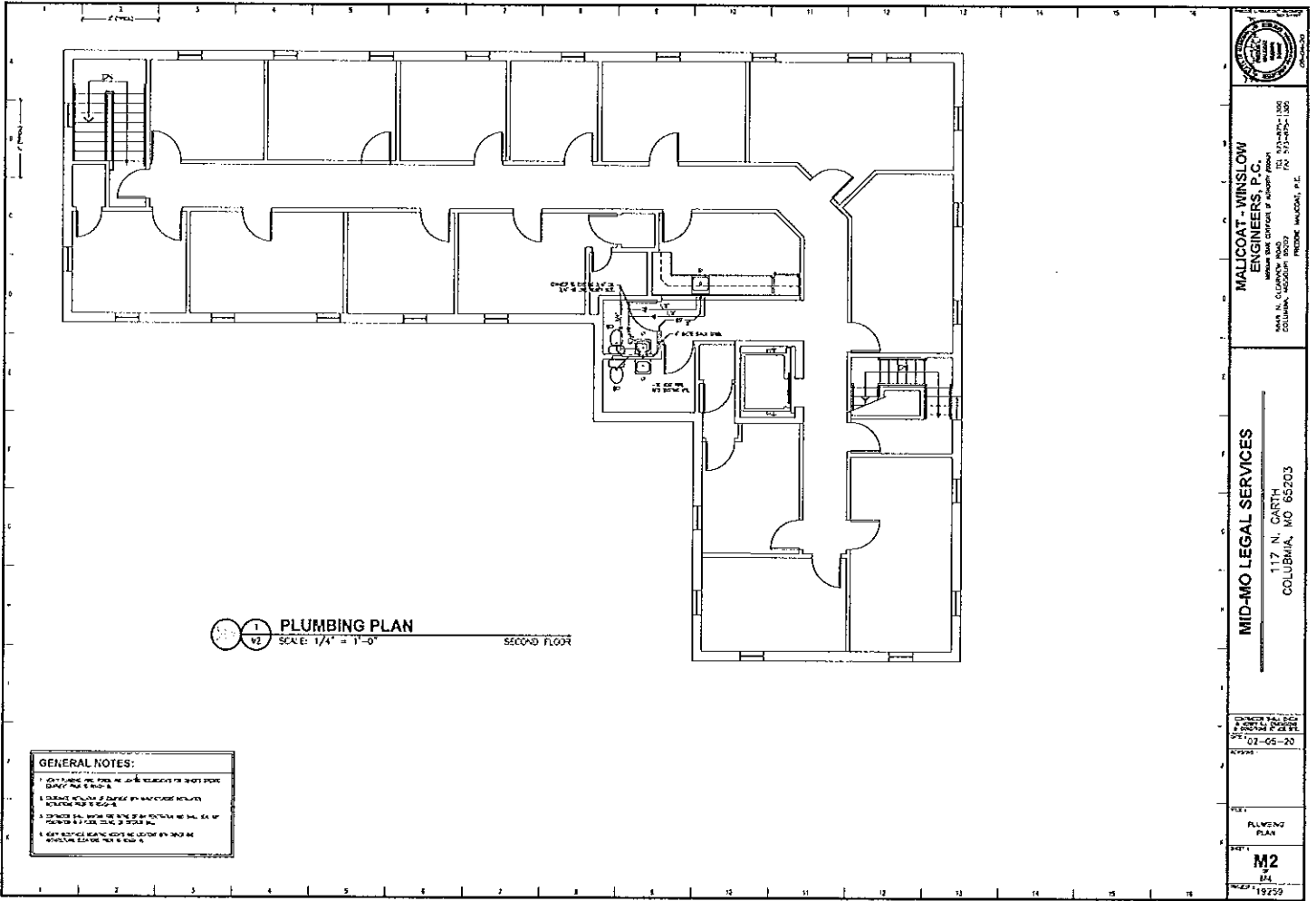
DATE: 02-05-20
BY: [Signature]

PROJECT: PLUMBING PLAN
SHEET: M1
OF: M1
NUMBER: 19259

PLUMBING PLAN
SCALE: 1/4" = 1'-0"
FIRST FLOOR

- GENERAL NOTES:**
1. REFER TO ALL GENERAL NOTES TO THESE PLANS.
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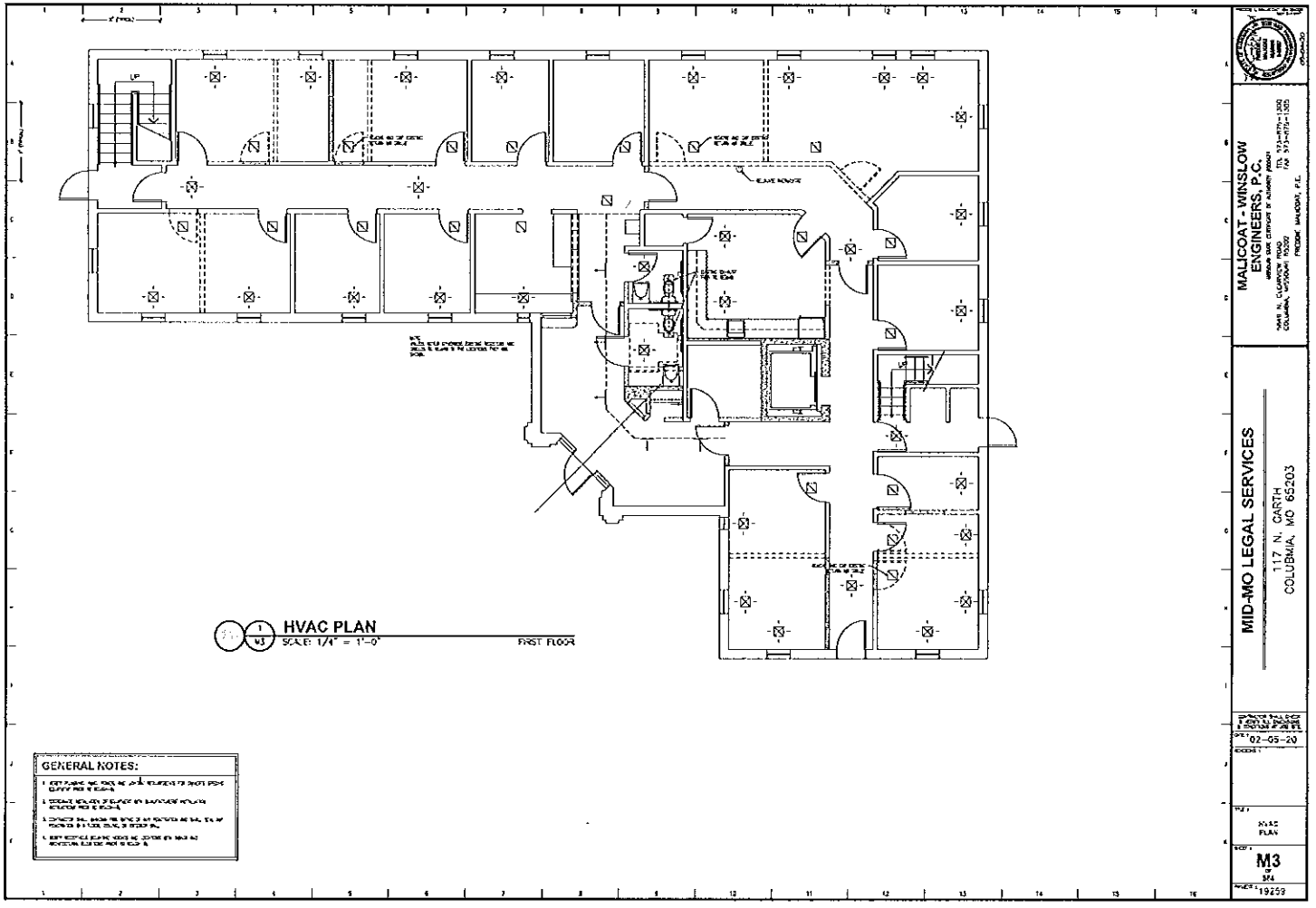
**MALCOOT - WINSLOW
ENGINEERS, P.C.**
SINCE THE OFFICE OF ADRIAN PERRY
HAS BEEN LICENSED BY THE
COLUMBIA, MISSOURI BOARD
OF ENGINEERS
PROVIDE MALCOOT, P.C.

MID-MO LEGAL SERVICES
117 N. GARTH
COLUMBIA, MO 65203

DATE: 07-05-20
BY: [Signature]

FILE: PLUMBING PLAN

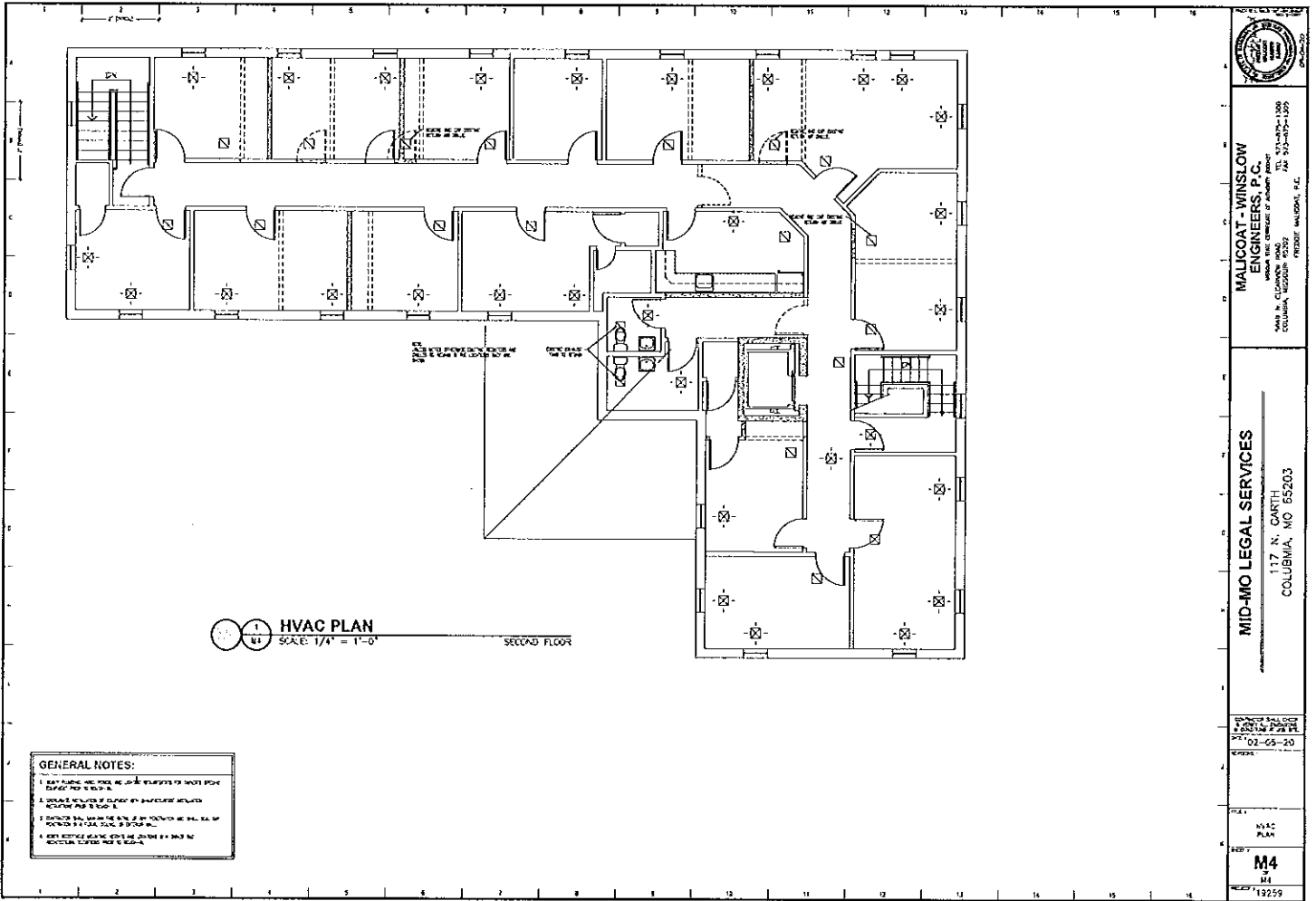
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TOTAL: 19259

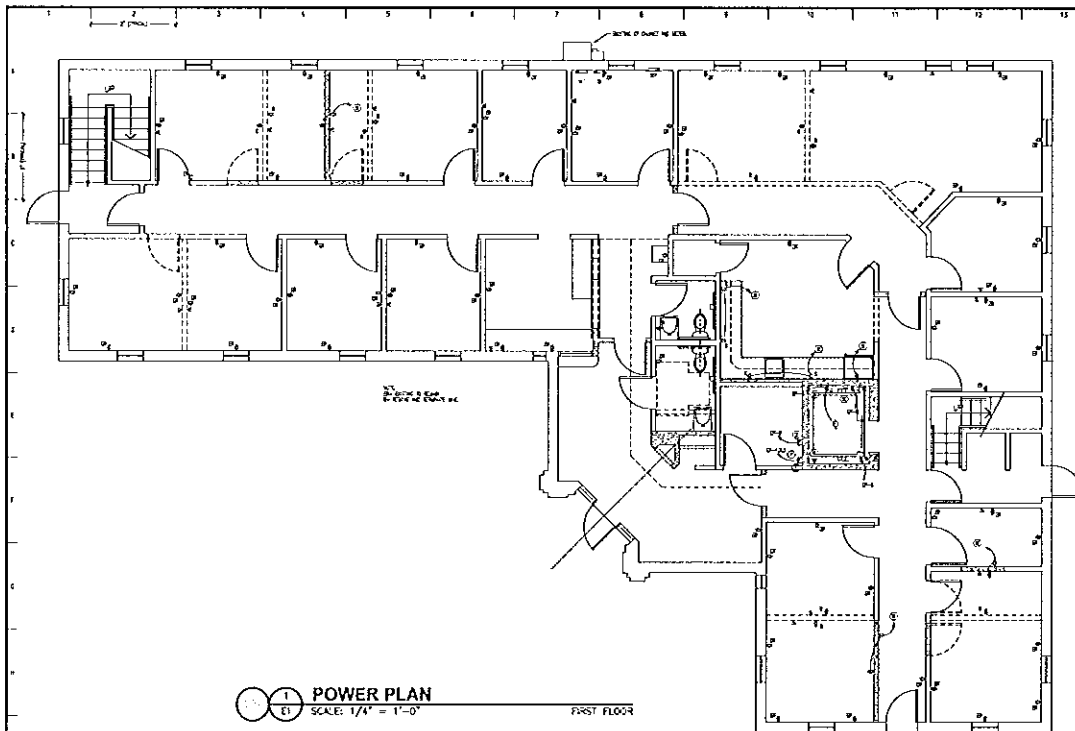


MALICOAT-WINSLOW ENGINEERS, P.C.
117 N. GARTH
COLUMBIA, MISSOURI 65203
TEL: 313-477-1200
FAX: 313-477-1205
PRAIRIE WINDS, P.L.L.C.

MID-MO LEGAL SERVICES
117 N. GARTH
COLUMBIA, MO 65203

DATE	02-05-20
PROJECT	HVAC PLAN
NO.	M3
REV.	19259





POWER PLAN
SCALE: 1/4" = 1'-0"

FIRST FLOOR

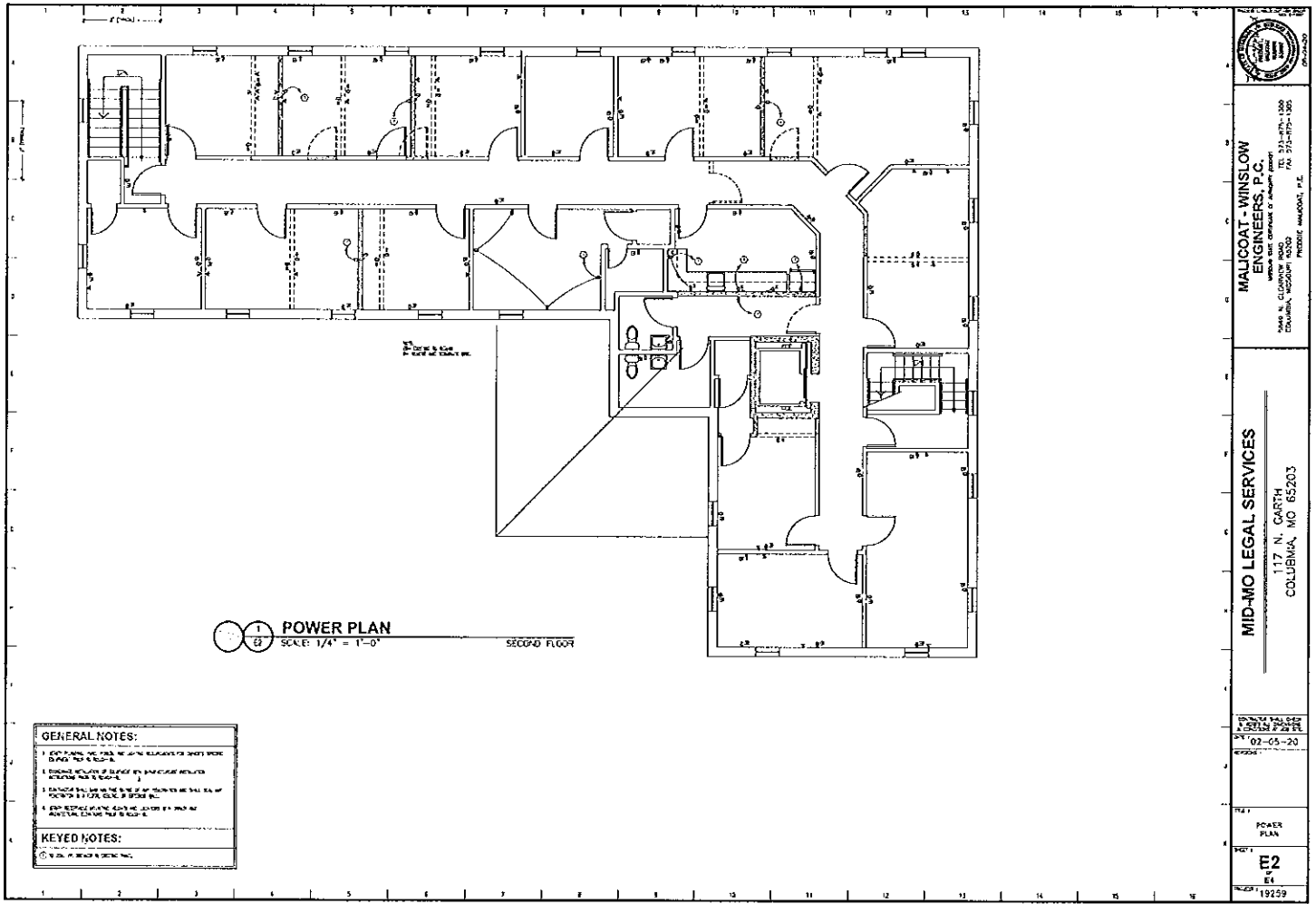
- GENERAL NOTES:**
1. EXISTING POWER PANELS ARE TO BE MAINTAINED FOR EXISTING WORK. NEW PANELS TO BE INSTALLED.
 2. EXISTING WIRING OF BUILDING IS TO BE MAINTAINED UNLESS OTHERWISE NOTED TO BE REPLACED.
 3. EXISTING ELECTRICAL WORK IS TO BE MAINTAINED UNLESS OTHERWISE NOTED TO BE REPLACED.
 4. CONTRACTOR SHALL MAINTAIN THE WORK OF ALL OTHERS.
- KEYED NOTES:**
1. NEW 100 AMP SERVICE PANEL TO BE INSTALLED IN CORE AREA, 1" TO 1" PANEL.
 2. NEW 100 AMP SERVICE PANEL TO BE INSTALLED.
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PHONE: MALCOOT, P.E.

MID-MO LEGAL SERVICES
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COLUMBIA, MO 65203

DATE	02-05-20
BY	
FILE	POWER PLAN
PROJECT	E1
REVISION	19259



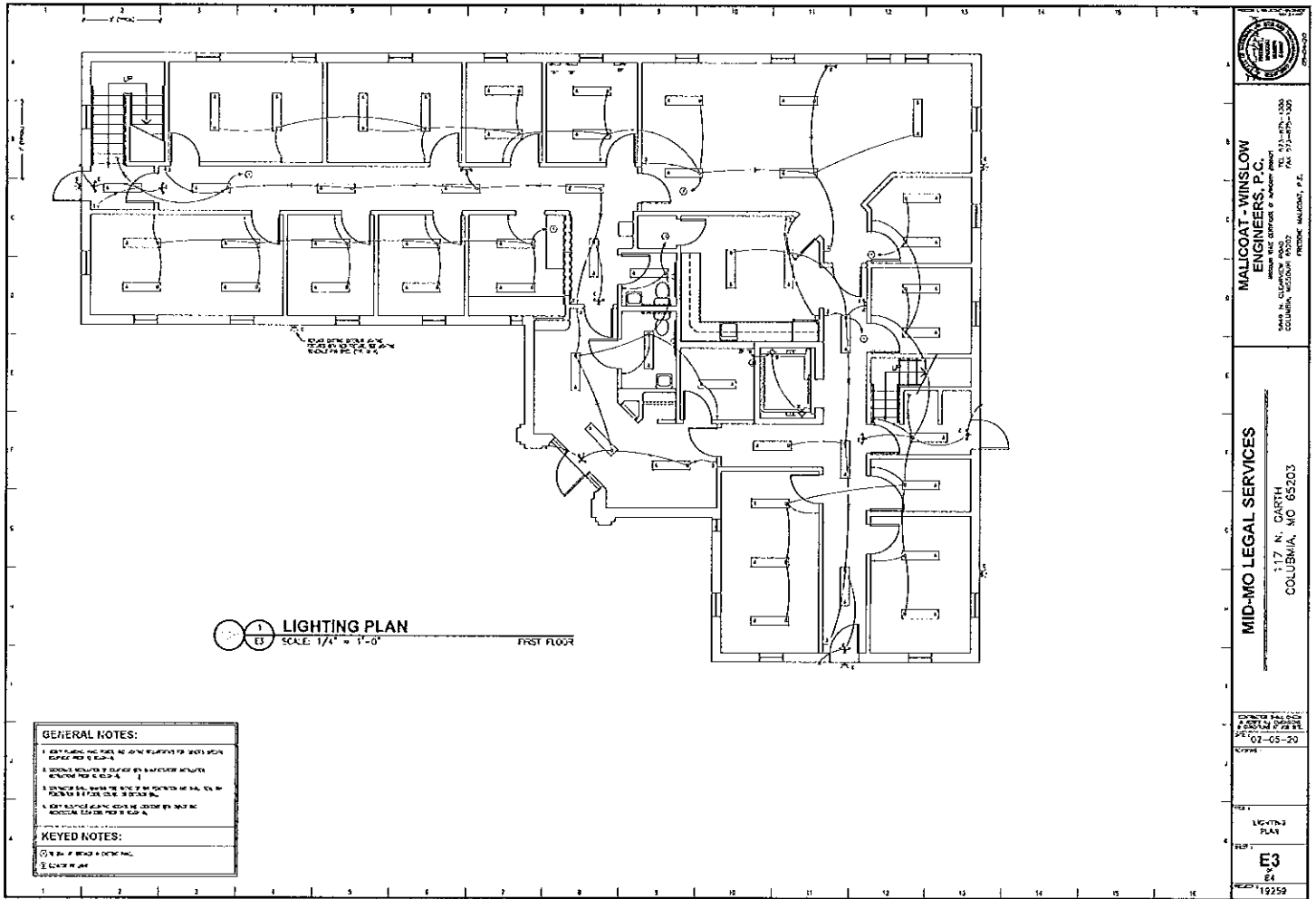
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FAX: 660-660-1101

MID-MO LEGAL SERVICES
117 N. GARTH
COLUMBIA, MO 65203

02-05-20

POWER
PLAN
E2
E4
19259

1: LIGHTING PLAN, FIRST FLOOR, 11/11/2019, 11/11/2019





1. **EXP. PLACING AND PLUG IN** AND **RELATIONS** FOR **2021** **STATE** **COUNCIL** FOR **Q. C. 2**
2. **GENERAL** **REQUIREMENTS** FOR **COUNCIL** **FOR** **2021** **STATE** **COUNCIL** **FOR** **Q. C. 2**
3. **COUNCIL** **FOR** **2021** **STATE** **COUNCIL** **FOR** **Q. C. 2**
4. **COUNCIL** **FOR** **2021** **STATE** **COUNCIL** **FOR** **Q. C. 2**
5. **COUNCIL** **FOR** **2021** **STATE** **COUNCIL** **FOR** **Q. C. 2**

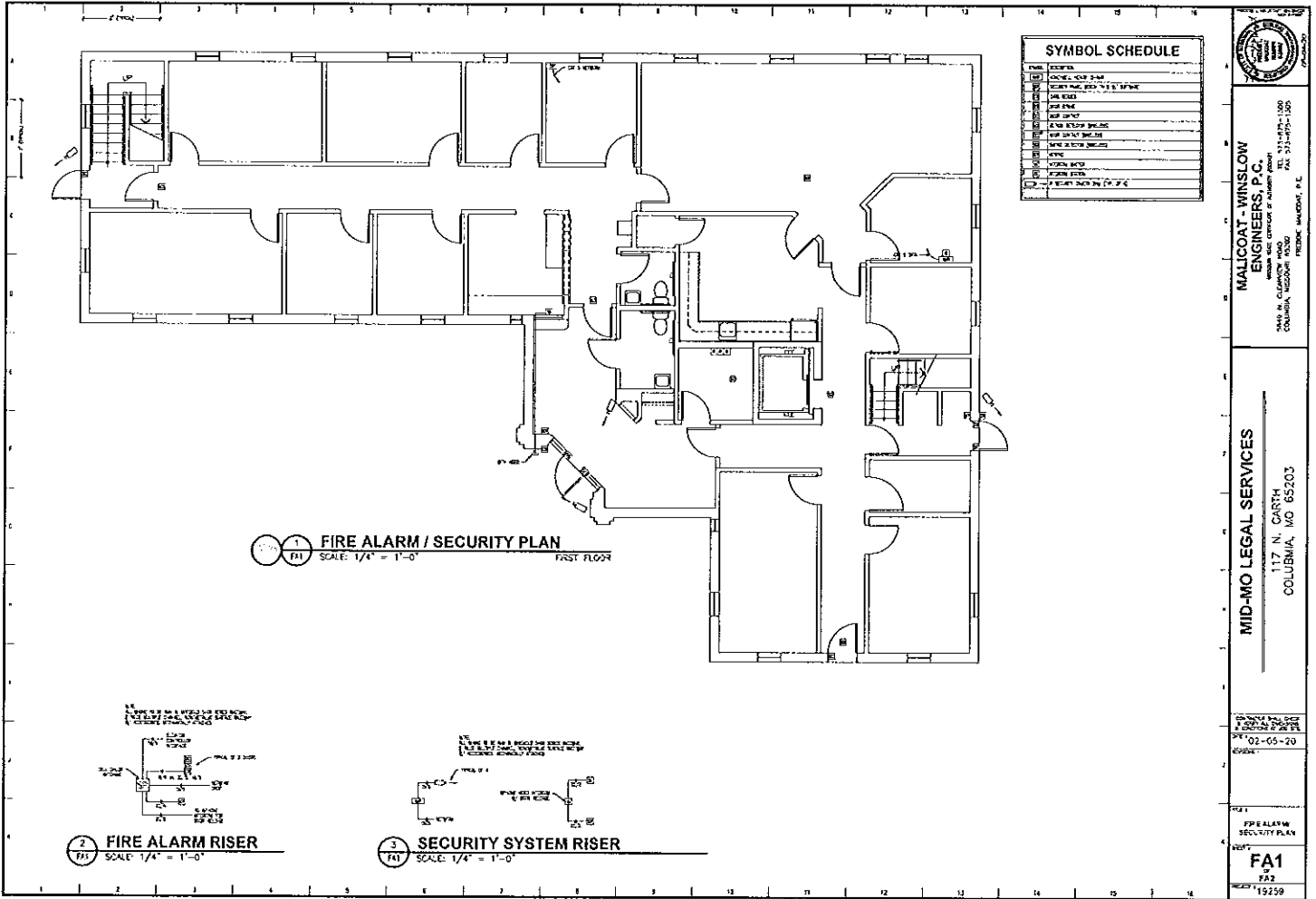
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PHEDOC MALICOAT, P.E.

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COLUMBIA, MO 65203

CONTRACTOR SHALL OBTAIN
IN WRITING ALL CHANGES
TO CONTRACT FROM THE
OWNER.
02-05-20

LIGHTING
 PLAN
 E4
 19259





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DATE: 02-05-20
PROJECT: FA1
DRAWING: FA1
15259

